

Accreditation Handbook: Program Approval and Inactive Status 2007-08

Professional Services Division

May 1, 2008

Overview of this Report

At previous COA meetings discussions have taken place about Program Approval and the possible addition of the status of an approved, but inactive educator preparation program. This agenda item continues that discussion and provides possible Accreditation Handbook language related to the program approval options for the COA to consider.

Staff Recommendation

Staff recommends that the Committee on Accreditation take action to add an additional program approval status of “Inactive” to its program approval procedures. In addition, the COA should direct staff to modify draft language about Program Approval Status options and include information in the revised Accreditation Handbook.

| Institution/Program Sponsor | Program Approval Status | | |
|--|--------------------------------|----------------------------|-----------------|
| | Withdrawn | Inactive | Approved |
| May Accept New Candidates | No | No | Yes |
| May Recommend Candidates for a Credential | Only those in the pipeline | Only those in the Pipeline | Yes |
| Participates in Biennial Reports | No | Modified | Yes |
| Participates in Program Assessment | No | Modified | Yes |
| Participates in Site Visit | No | Modified | Yes |
| How to Request Reinstatement | New Program Document Submitted | Letter to the COA* | NA |

*If in the time period since the inactive status was declared the program standards have been revised by the Commission, a new program document will be required to re-activate a program.

Procedures related to Program Approval, Inactive Status and Withdrawal of Credential Programs

Provided below is draft language for the Accreditation Handbook related to program approval procedures

Approved Program

An approved educator preparation program will be identified as such on the Commission's web page and maybe identified as approved on the sponsor's web page, if applicable.

- All approved programs will participate in the Commission's accreditation system, in the assigned cohort.
- In the first, third, and fifth years of the accreditation cycle the programs will submit Biennial Reports.
- In the fourth year of the accreditation cycle the programs will submit Program Assessment documents.
- In the sixth year of the accreditation cycle the programs will participate in the site visit activities.
- In the seventh year of the accreditation cycle the programs will participate, if required, in the 7th Year Follow-up Report.

Inactive Program

An institution or program sponsor may decide to declare a program that has been previously approved by the Commission or accredited by the Committee on Accreditation as 'inactive.' The following procedures must be followed:

- The institution or program sponsor notifies the Executive Director of its intention to declare the program inactive. The program can only be deemed inactive when the current candidates have completed the program. The notification to the Commission's Executive Director must include the anticipated date that the inactive status will begin.
- The notification will also include the date in which candidates will no longer be admitted to the program.
- Candidates already admitted to the program are notified in writing by the institution or program sponsor that the program is being declared inactive. The institution or program sponsor determines a date by which all enrolled candidates will be able to finish the program. The institution assists enrolled candidates in planning for the completion of their program. The institution files the list of candidates and date of their program completion with the Commission.
- Following the date determined by the institution, after which candidates will no longer be enrolled, the program may no longer operate and the institution may no longer recommend candidates for the credential until such a time, if applicable, as the program is re-activated. The program will be listed on the Commission's web page as 'Approved but inactive.'
- An inactive program will be included in accreditation activities in a modified manner as determined by the Committee on Accreditation.
- An inactive program may be re-activated only when the institution submits a request to the Committee on Accreditation and the Committee has taken action to reactive the program. If the program standards under which the program was approved have been modified, the institution or program sponsor must address the updated standards before the program may be re-activated.

- An inactive program may stay on inactive status for no longer than 5 years. After which, the program sponsor should determine whether the program should be withdrawn permanently or reactivated.

Withdrawal of a Credential Program

An institution or program sponsor may decide to withdraw a program that has been previously approved by the Commission or accredited by the Committee on Accreditation. The following procedures must be followed:

- The institution or program sponsor notifies the Executive Director of its intention to withdraw the program when the current candidates complete the program.
- The notification will include the date in which candidates will no longer be admitted to the program.
- Candidates already admitted to the program are notified in writing by the institution that the program is being withdrawn. The institution determines a date by which all enrolled candidates will be able to finish the program. The institution assists enrolled candidates in planning for the completion of their program. The institution files the list of candidates and date of their program completion with the Commission.
- Following the date determined by the institution, after which candidates will no longer be enrolled, the program may no longer operate, or be listed as an approved program, and the institution may no longer recommend candidates for the credential.
- A program being withdrawn will not be included in any continuing accreditation visits while candidates are finishing the program, provided that the Executive Director was notified of the institutional intent to withdraw the program at least one year before the accreditation site visit.
- A withdrawn program may be re-accredited only when the institution submits a new proposal for initial accreditation according to the Committee on Accreditation initial accreditation policies. From the date in which candidates were no longer admitted to the program, the institution must wait at least two years before requesting re-accreditation of the program.